

Title:	Safe Driver Recognition and Awards	
Purpose:	To encourage driver safety and awareness and support the City's driver training and improvement program.	
Issued by:	Industrial Safety and Workers' Compensation	Date: June 1, 2016
References:	Mayor's Directive 124 (9-16-76); CS Circulars 1088 (9-20-76), 1352 (6-16-82) and 18-88 (7-12-88); CS letter to HFD (3-31-81); DHR Memorandum (11/14/12)	

I. POLICY

It is the policy of the City and County of Honolulu (City) to recognize and reward City drivers for sustained superior driving performance in those classes where driving is a major and integral element of work affecting class pricing.

II. AWARDS

Recognition will consist of an award symbolic of the number of years of accident-free driving. At the completion of the third year and continuing until the tenth year of accident-free driving, the award will consist of \$25 added directly into each awardee's paycheck. From the eleventh year on of accident-free driving, the award will consist of \$50 added directly into each awardee's paycheck. An award year will begin July 1st and end the following June 30th to coincide with the fiscal year.

III. ELIGIBILITY

To be eligible for an award, an employee (except officers in the Honolulu Police Department) must permanently occupy a position in a class that requires regular operation of a city-owned motor vehicle as a major and integral element of work affecting class pricing. Employees such as, but not limited to, fleet mechanics, painters, carpenters, engineering aides, technicians and inspectors, who operate vehicles only as an incidental part of their duties, are not eligible. Attachment A is a listing of eligible classes. The Department of Human Resources (DHR) will add to these classes based on the foregoing eligibility criteria, as appropriate.

IV. QUALIFICATION

To qualify for awards, eligible employees must meet the following criteria:

- A. Work in an eligible class at least 200 working days during the award year without an avoidable vehicle accident; or
- B. Work 90 shifts during the award year without an avoidable vehicle accident for firefighting personnel.

The City's Vehicle Accident Review Committee will determine whether a vehicle accident is avoidable or unavoidable.

An avoidable vehicle accident is one where the operator of the vehicle did not take all reasonable precautions to prevent the accident. An unavoidable vehicle accident is one that occurs despite all reasonable precautions being taken by the driver to prevent the accident.

An employee who drives without an avoidable vehicle accident during the award year, but fails to work at least 200 working days or 90 shifts in a class listed in Attachment A is not eligible for an award. Such employee will not receive safe driving credit for that award year but will maintain the safe driving record previously accumulated.

An employee involved in an avoidable vehicle accident before receiving a three-year award must start a new safe driving record. After receiving a three-year award, an employee involved in an avoidable vehicle accident which does not involve a serious driving offense will not receive safe driving credit for the award year of the avoidable vehicle accident but will maintain the safe driving record previously accumulated.

An employee involved in an avoidable vehicle accident which involves a serious driving offense must drive without an avoidable vehicle accident for three consecutive award years thereafter to regain eligibility to earn a safe driver award. The employee will not receive safe driving credit for the award years in which the employee is ineligible to earn a safe driving award but will maintain the driving record previously accumulated. An avoidable accident involving a serious driving offense is one where the following is present:

- A. A fatality;
- B. Bodily injury to a person who as a result of the injury receives immediate medical treatment away from the scene of the accident;
- C. One or more motor vehicles incurs disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle; or
- D. The operator of the vehicle is required to complete a substance abuse professional evaluation, referral and education/treatment process as the result of a post-accident drug test and/or post-accident breath alcohol test, which is administered due to the avoidable vehicle accident.

V. RESPONSIBILITIES

Responsibilities for the Safe Driver Recognition and Awards Program are established as follows:

A. Department of Human Resources (DHR)

1. Administer the Safe Driver Recognition and Awards Program.
2. Review departmental award recommendations for eligibility and compliance with established criteria.
3. Provide safe driver award certificates and awards other than cash awards, as appropriate.

B. Departments and Agencies

1. Disseminate information regarding this program to all eligible drivers within the department or agency.
2. Maintain records on all eligible drivers. A record of drivers who received safe driver awards will be maintained by the DHR Industrial Safety Branch to help departments track annual award eligibility.
3. Submit recommendations for safe driver awards to the DHR Industrial Safety Branch before September 30th of each year for the fiscal year completed June 30th. Departments may also be requested to submit other pertinent driver records to help in determining eligibility for awards.
4. Provide for the purchase of earned awards in the operating budget. Once awards are approved by DHR/ISWC, submit a memorandum to BFS Payroll, Accounting & Fiscal Services Division listing employees eligible for \$25 and \$50 awards by employee name and City employee number (see Attachment B).

ATTACHMENT A

CLASSES WHERE DRIVING IS A MAJOR AND INTEGRAL PART OF CLASS CONCEPT (DRIVING AFFECTS CLASSIFICATION AND PRICING)

Class Title	Pay Range
Bulky Item Collection Crew Leader	BC-09
Cesspool Pumping Equipment Operator I	BC-09
Cesspool Pumping Equipment Operator II	WS-09
Emergency Medical Technician II – III (MECSTP)	AM-03, 05
Fire Fighter II – III (Driving positions only)	SR-19, 21
Grounds Keeper-Truck Driver	BC-03
Heavy Truck Driver I – II	BC-07, 08
Heavy Truck Driver-Roller Operator	BC-07
Heavy Truck Driver-Trainer	BC-08
Heavy Truck Driver-Utility Worker I – II	BC-04, 06
Herbicide Crew Leader	BC-08
Light Truck Driver	BC-04
Messenger II	SR-06
Mobile Emergency Care Specialist I	AM-09
Mobile Emergency Care Specialist III	AM-12
Parking Violations Clerk II – III	SR-10, 12
Parks Refuse Collector-Driver	BC-05
Power Mower Operator-Truck Driver	BC-04
Power Washing Crew Leader	BC-08
Refuse Collection Crew Leader	BC-09
Refuse Collection Equipment Operator	BC-10
Storm Drain Cleaning Crew Leader	BC-09
Street Patching Crew Leader	BC-08
Streetsweeper Operator II	BC-09
Traffic Coning Driver	BC-07
Traffic Coning Supervisor	FI-07
Traffic Markings Driver	BC-07
Traffic Signs Driver-Leader	BC-07
Traffic Striping Equipment Crew Supervisor	WS-10
Traffic Striping Equipment Driver-Operator	BC-10
Tree Trimmer-Equipment Operator	BC-08
Tree Trimmer-Heavy Truck Driver	BC-07
Truck Driver	BC-06
Truck Driver-Equipment Operator	BC-08
Wastewater Heavy Truck Driver	BC-09

[Date]

TO: Payroll, Accounting & Fiscal Services
Department of Budget & Fiscal Services

FROM: [NAME], Director
Department [NAME]

SUBJECT: Safe Driver Recognition and Awards for
Fiscal Year Ending June 30, 20[##]

In accordance with the City and County of Honolulu Personnel Manual, Reference XI-B-3, please distribute Safe Driver cash awards to the employees listed as follows:

\$25 Cash Award
[List Employee # & Name]

\$50 Cash Award
[List Employee # & Name]

If you have any questions, please contact [Name] at [phone number].

cc: DHR Industrial Safety Branch

Payroll Section Only:

Processed with payroll dated _____.

Note: Copy to be returned to Agency when payroll processing completed.